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26 October 1967

**MEMORANDUM FOR: Deputy Director for Support**

**SUBJECT : Weekly Report of the Office of Training**

**1. Participation of CS Personnel in Management Training Increasing**

For many years the number of Clandestine Services personnel who took management courses has been proportionately small. It has been noted, however, that the number of CS personnel enrolled for the next Senior Management Seminar and GS-14 Grid Course exceeds the enrollment from any other directorate. The CS components have 15 out of 53 enrollees for the Senior Management Seminar and 17 out of 54 for the Grid.

**2. DIA Introduces Short Course on Decision Making**

The Defense Intelligence School has added to the curriculum of the Advanced Intelligence Course a two-day session on "The Logical Process of Decision Making." The OTR Registrar attended this presentation for one day and believes that the subject of "decision making" might be of sufficient value for inclusion in the training program of our CTs and mid-career people. We will give this matter some further consideration.

**3. Senior School Thesis Topic**

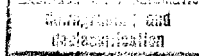
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O/DD3, who is attending the Industrial College of the

Armed Forces, has submitted a new thesis topic, "The Veils of Management," for approval.

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4. Two Additional Brookings Conferences for Business Executives Scheduled

It was previously reported that a total of eight visits to Headquarters had been planned for the Brookings businessmen conference during the period January through July 1968. At the request of the Brookings Institution the total number of visits during this period has been increased to ten. The Executive Director-Comptroller has approved this increase.

5. Photograph of the Director Taken at the President's "Tuesday Lunch"

A recent photograph of the President's "Tuesday Lunch" group -- picturing Mr. Helms sitting with the President, the Vice-President, Messrs. Rusk, McNamara, Rostow, Christian, and General Wheeler -- was obtained by OTR and delivered to the Director's Executive Assistant, to be given to the Director. [REDACTED] expressed his thanks for this especially good photograph of the Director.

6. Visits [REDACTED]

[REDACTED]

Ambassador George V. Allen, Director of the Foreign Service Institute, and Ambassador O. H. Deming, newly appointed Head of the National Interdepartmental Seminar, visited [REDACTED] on 16 October accompanied by the Director of Training and [REDACTED]. The visitors were given a number of briefings and a general tour of the installation. They also attended several classes which were in session.

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7. Consolidated Charities Drive [REDACTED]

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25X1A6a For your information CIA employees [REDACTED] contrib-  
25X1A6a ute through the [REDACTED] instead of through the Com-  
25X1A6a bined Federal Campaign. The [REDACTED] drive quota this year was \$1800 and  
25X1A6a [REDACTED] contribution was \$1642.94.

8. IBM Course for Intelligence Executives

In mid-November the IBM Corporation will again conduct its special  
course, Data Processing for Intelligence Executives, at Poughkeepsie,

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25X1A6a N. Y. So far, four Agency officials have been selected: [REDACTED]

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25X1A6a Acting Director/PPB; [REDACTED] O/DDI; [REDACTED] DDP/RI; and

25X1A6a [REDACTED] O/DDI. Additional nominees are expected.

9. College Off-Campus Program

A total of eleven Agency employees are serving as instructors. Follow-  
ing the usual early course adjustments involving both late registrations and  
withdrawals, the total student enrollment in the program is 139 employees.

10. Non-Agency Briefings

25X1X7 During this reporting period the following non-Agency briefings were  
given: a) Honorable Frederic Mann, newly appointed U.S. Ambassador to  
Barbados, on the Director's responsibilities at the White House and the USIB  
levels; b) [REDACTED] on the Agency's  
role in the U.S. Government; c) 16 Junior officers of the O/ACSI on assign-  
ment at NSA on the Agency's responsibilities at the White House and USIB  
levels.

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/s/  
John Richardson  
John Richardson  
Director of Training